DEPARTMENT OF EDUCATION

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PUBLIC INSTRUCTION

Division of Student Transportation

Inventory/Odometer Report Instructions for Online Reporting

The annual transportation report is designed to reflect the district's routing methods and reporting requirements in compliance to administrative rule (IDAPA 08.02.02.190, Idaho Code 33-1506, and Standards for Idaho School Buses and Operations, pages 72-75). The required data is generated in bus number order.

Instructions to submit the School Bus Odometer/Inventory Report from the System for Idaho School Transportation Reporting (SISTR):

➢ Log on to http://www.sde.idaho.gov/finance/transport/

➢ In the log in box for SISTR, select the district/charter number from the Username drop down list.

➢ Type in previously assigned transportation password and click "Login." This connects you to a list of reports available for online entry and online submitting. If you are unable to locate your password, click the "Forgot Password?" link and fill in the information. Once the information is verified, the password will be sent via e-mail to the e-mail address provided.

➢ Fill in the Contact Information and Save. This information will be used to send you updates on the reports submitted and other district information. Please verify this information is accurate.

➢ Click on the School Bus Inventory/Odometer Report. This will connect to a list of school buses for the district.

➢ Click on "Edit" to update the information for each school bus. Click "Save" when information has been entered correctly. *Note: Once the information is saved, the year will update to the current year.*

➢ For school buses new to the district, see Replaced or New Odometer. In the event that a bus does not appear on the report, contact the webmaster using the link at the bottom of the page. In the e-mail include the district name, VIN of the bus, the bus number, and the date of bus purchase.

➢ After all information is entered and saved for each bus, click "Final Submit". This will send the report to SDE. Warning: Once "Final Submit" is clicked you are no longer able to edit information for the bus odometers. If "Final Submit" is clicked by accident, contact the webmaster using the link at the bottom of the page.

➢ SDE does not need a hard copy of the odometer report; however, you may want to keep one for your records.

Instructions for Each Field:

Year: The year will update to the current year once the information on the bus has been saved.

Prior Year: This shows the odometer readings reported on last year's odometer report. If the bus is new to the district this field will be zero.

Replaced or New Odometer: Selected "YES" for a replaced odometer, a purchase of a new odometer, or a purchase of a new/used school bus.

> **Ending Broken Odometer:**   Enter the mileage of the broken odometer when it was replaced. If the bus is new to the district, skip this field.

> **Beginning Odometer:** Enter the mileage on the odometer prior to service.

Current June 30 Odometer: Enter the June 30, ending odometer readings.

Miles Traveled: Contains a formula that calculates miles traveled between July 1, 2006 and June 30, 2007 from the odometer readings reported. If this formula is inaccurate, make a notation in the comments section of this form.

Annual Inspection Date: Enter the date of the annual inspection completed between July 1, 2006 and June 30, 2007.

Out of Service: Any bus **permanently** taken out of service.

Comments: Enter changes to the prior year's odometer information, and any relevant information that you would like to communicate to SDE.